

**APPROVED**  
**Cedar Area Fire & Rescue Board**  
**Regular Meeting**  
**Thursday, May 5, 2022 at 1:00 pm**  
**Cedar Fire Department**

Call to Order

Chairman Greg Julian called the meeting to order at 1:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, John DePuy, Ron Schaub, Rick Royston and Chris Comeaux. Andy Doornbos and Dana Boomer were present as staff.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

Citizens Comments – None

Consideration of Agenda – The board briefly discussed the agenda. Julian asked to add Meeting Time to the discussion for New Business. **Motion by Royston to approve the agenda as amended, second by Schaub. All in favor, motion carried.**

Minutes: Approval of April 7, 2022 General Meeting Minutes – The board briefly discussed. **Motion by DePuy to approve the April 7, 2022 General Meeting Minutes as presented, second by Comeaux. All in favor, motion carried.**

Correspondence Received – Doornbos received a communication from Matt Maus and the union requesting that Maus be allowed to roll 176 hours of personal and vacation time over past his June 15 anniversary date, to use during his paramedic externship in August and September. This would be outside of the contract, as only 72 hours are currently allowed to be rolled over per the contract. The board briefly discussed, and decided that this should be added under New Business for further discussion. **Comeaux moved, Schaub seconded to add Maus Communication to New Business. All in favor, motion carried.**

Julian stated that correspondence had been received from all four townships regarding the MOU. This will be discussed under Old Business.

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for April. The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

**Royston moved to accept the April vendors payable as presented, Schaub seconded. All in favor, motion carried.**

**DePuy moved to accept the April payrolls as presented, Schaub seconded. All in favor, motion carried.**

Boomer presented the final end-of-year budget numbers to the board. Expenses were approximately \$54,000 less than budgeted. The board discussed where they would like to see the extra money from the year be transferred. Possibilities include increasing the contingency fund and decreasing the debt due from the operating fund to the capital fund. Boomer recommended transferring \$40,000 to the contingency fund, which would bring the total to \$80,000, covering almost two months of payroll expenses.

**Schaub moved to transfer \$40,000 to the contingency fund and use \$10,000 to pay down the debt from the operating fund to the capital fund. Royston seconded. All in favor, motion carried.**

**Royston moved to accept the April financial statements as presented, Comeaux seconded. All in favor, motion carried.**

Unfinished Business:

- a. Strategic Planning – Chief Doornbos had previously presented the draft strategic plan to the board. The board discussed. Royston asked for the fire board to be added to the organizational chart. DePuy thinks this is a very good document. Comeaux is concerned about the weakness listing of “outdated living quarters”, given the relatively new bedroom additions. Doornbos stated that this likely referred to the living area and kitchen, rather than the bedrooms, but that this section of the strategic plan is drawn directly from surveys of the staff and board. DePuy asked to add “draft” to the front of the document. **DePuy moved to approve the Strategic Plan as amended. Royston seconded. All in favor, motion carried.**

The board discussed the timeframe for distribution to the townships. There was consensus to pass the amended document to the townships, with request that they review at their May meeting and pass any comments to the fire board. The final request would be to approve in June.

- b. Interlocal Agreement Updates – Julian reported that the townships all discussed the proposed MOU and forwarded comments to him. Julian, Comeaux and Doornbos met as a subcommittee earlier in the week. Julian read the comments from all of the boards (see attached) – Centerville did not have any comments, Cleveland wants to make sure all outstanding invoices are paid before anything is passed, Kasson would like to see the MOU require that the townships approve any capital infrastructure work recommended by the fire board, and Solon Township has concerns regarding the fact that Kasson and

Cleveland have not paid into the building capital previously and not wanting the townships to be required to approve capital purchases on the request of the fire board. Julian reminded the board that the interlocal agreement currently requires Solon and Centerville to pay for the capital work to the existing building, and that Kasson and Cleveland paid into the department for years before CAFR was formed. The board extensively discussed these comments. It was asked how much Kasson and Cleveland had paid into the department before it became CAFR. Boomer found old budget documents showing Kasson paid between \$80,000 and \$85,000 per year between 2012 and 2015 – it was unknown what Cleveland paid during that time period. Julian also reminded the board that Kasson and Cleveland paid additional capital funds for equipment over the first five years of the department and that, in his recollection, the bedroom addition was paid for out of funds left over from the Solon/Centerville Fire Department. Julian asked if Solon and Centerville have funds in place for building capital work – Schaub and Comeaux said no.

DePuy feels the boards should take a closer look at becoming an authority, either a taxing authority or a non-taxing authority. The board extensively discussed the current memorandum and whether it is possible to move forward from this point. Comeaux suggested a four-township meeting to work forward from this point. The board discussed asking the four townships, given the discussion at the fire board meeting, whether they would like the fire board to continuing pursuing the MOU to have all four townships work together on all capital, or whether the townships would like to work under the existing interlocal to split capital work between the two pairs of townships. It was determined to ask this of the townships, and request a response prior to the June fire board meeting.

Julian also reported that over the last month, it was brought to the attention of Kasson and Cleveland that there might be land available for purchase that would be appropriate for the fire station. Julian and Stein have begun conducting inquiries on this piece of private land, as well as whether Leelanau County might be interested in selling or leasing a piece of Myles Kimmerly Park for a fire station, as Julian had previously been told this would be a good place for a fire station. Julian and Stein spoke with Chet Janik, then spoke with the chair of the County Parks & Rec Commission. The topic was then taken to the May County Parks & Rec Commission, where it was discussed. Additional research and discussion will be undertaken on the topic; the final decision would be made by the County Board of Commissioners. Boomer reported that she has been working with the Kasson Planning Commission on Zoning Ordinance changes that would allow the construction of municipal buildings in all zoning districts, requiring Special Use Permits for all projects. There was brief discussion on these topics.

#### New Business:

- a. Hiring Policy – The board briefly discussed the hiring policy. There was a consensus that the board liaison did not be part of the interview process for part-time hires. Doornbos

and Boomer will work on an amended hiring policy to present to the board at the June meeting. **Comeaux moved to direct Doornbos and Boomer to amend the hiring policy as directed and bring it back for approval in June; Royston seconded. All in favor, motion carried.**

- b. Meeting Time – Julian requested that the board consider that meetings be moved to afternoon on an ongoing basis, rather than evening. The board and staff discussed. **Royston moved to move all remaining 2022 meetings to 2 pm on the first Thursday of the month. Second by Comeaux. All in favor, motion carried.**
- c. Maus Communication – The board returned to a discussion of the communication from Maus. The board had consensus to allow Maus to roll over the extra time, but also directed Chief Doornbos to draft a policy concerning the rollover of personal and vacation time for members in paramedic class. **DePuy moved to allow Maus to roll over the extra time, and direct Chief Doornbos to draft a Memorandum of Understanding regarding the rollover of personal and vacation time for members in paramedic class. Royston seconded. All in favor, motion carried.**
- d. Any New Business – None

Reports:

- a. Fire Chief – The Chief's Report was provided in the meeting packet. Doornbos summarized the main points of his report. The chief and board discussed the report.
- b. Department Staff – None
- c. Chairman – None

Citizens Comments – None

Board Member & Chair Comments – None

Next Meeting Date – The next regular board meeting is scheduled for Thursday, June 2, 2022 at 2 pm.

**With no further business, Schaub moved to adjourn the meeting at 2:53 pm, Royston seconded. All in favor, motion carried.**

Respectfully submitted,

Dana Boomer  
Recording Secretary

Centerville:

There were no objections to the MOU as presented. It was noted that the address for the township needs to be corrected on the document. The Board consensus was that there were no objections, additions or deletions for the MOU and are happy with the language of the MOU as currently presented.

Cleveland:

Jan proposed that we make it clear that we need to know there are no outstanding invoices prior to the new deed. Would prefer a clean slate since the agreement says we will be splitting capital improvement evenly.

Kasson:

Noonan is glad the fire board is moving forward, but is concerned that the agreement doesn't require the commitment to a new station after capital costs are put into the existing station. The other board members agreed with that concern, and several board members expressed their unwillingness to approve the MoU without language requiring townships to approve a new station upon the recommendation of the fire board.

Solon:

Response to #1:

- Jim Lautner said the building cannot be sold needs to be added to the agreement and the names do not have to be put on the deed. The agreement should include language to fix the building with each township paying 25% .

Response to #2:

- Shirley Mikowski does not agree that all four townships should have to pay for future emergency services facilities. Kasson and Cleveland Township does not have one nickel into the current facility.
- Joan Gauthier understands that with this agreement each of the four townships will pay equally if Kasson and Cleveland Township were to purchase property and put up a building and that Kasson and Cleveland Township can purchase the current building for \$1.00. Joan has a problem with this because neither of those townships has had to pay anything for years, they didn't even have to contribute to the living quarters that were added on.
- Jim Lautner has no problem with paying 25% of the purchase of land and the building but all four townships have to make the final decision. The agreement should include that all purchases of land or buildings for the fire department needs to have township board approval by all four townships prior to purchasing.

### Response to #3

- Is okay.
- Steve Yoder agrees that every township should pay their share. If a new building is built we won't lose by paying in 25%.

Pat Deering asked what the time frame would be before a new building is built. Chris Comeaux said the board is looking at approximately 7-10 years.